



Onslow County Schools Purchasing Dept

**Online Purchasing Training**

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**PO Entry – PO Number**

## PO ENTRY – PO NUMBER

1. This screen will indicate the PO # that was automatically assigned to your purchase order when you updated it. Note: You will only see the six digit PO number on the screen. If the vendor is an E-Procurement vendor, they will see a number with 11 digits (Example – 67000707195). If they are not an E-Procurement vendor, then the PO number will be only six digits.

SunPac Financials PO Entry/Adjust (V2) Rev 6.03 FY:7 ADM:670

Admin: 670 PO#: 707195 Vendor No: 101496 Batch ID: DAH022107

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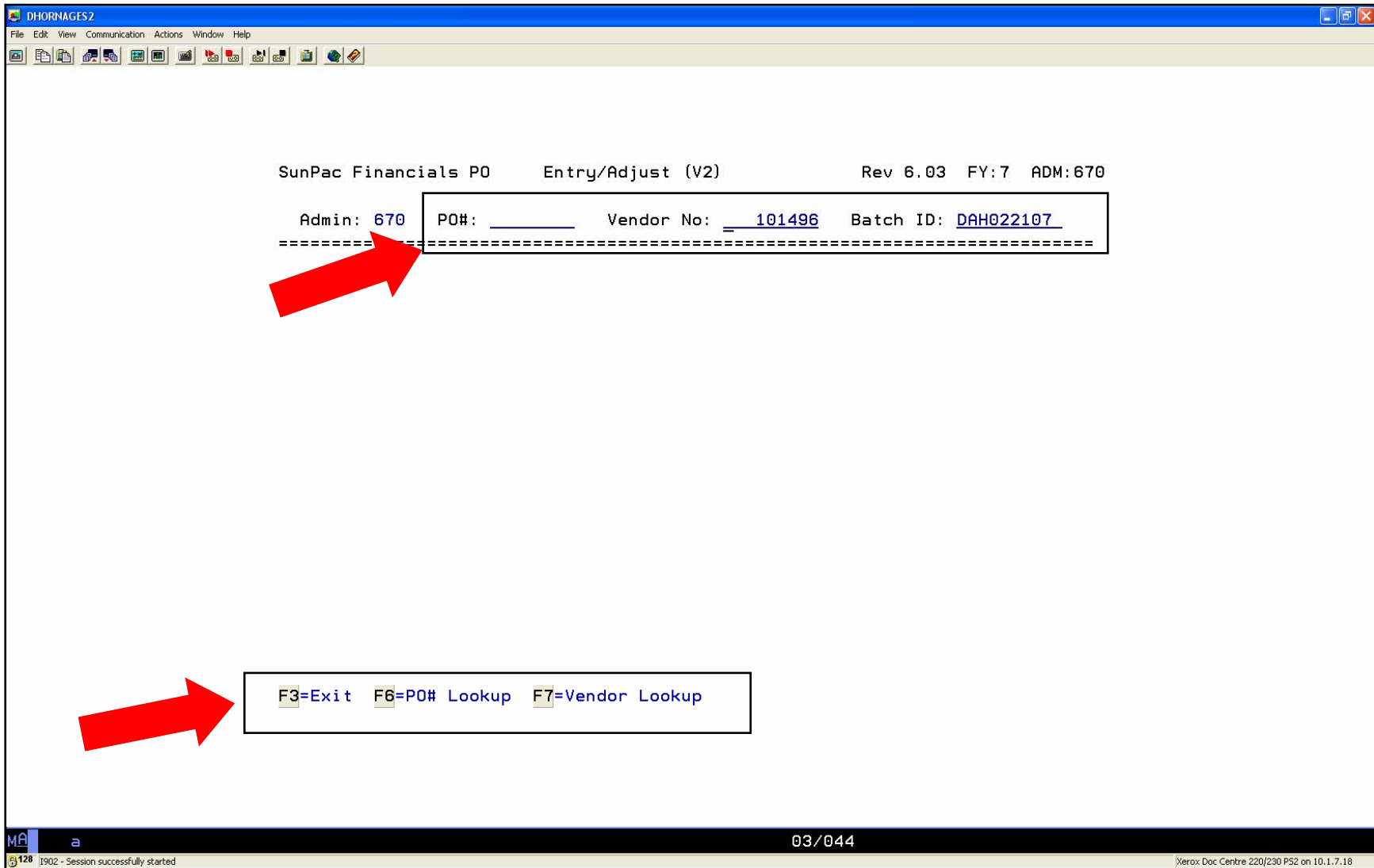
F3=Exit F6=PO# Lookup F7=Vendor Lookup

03/022

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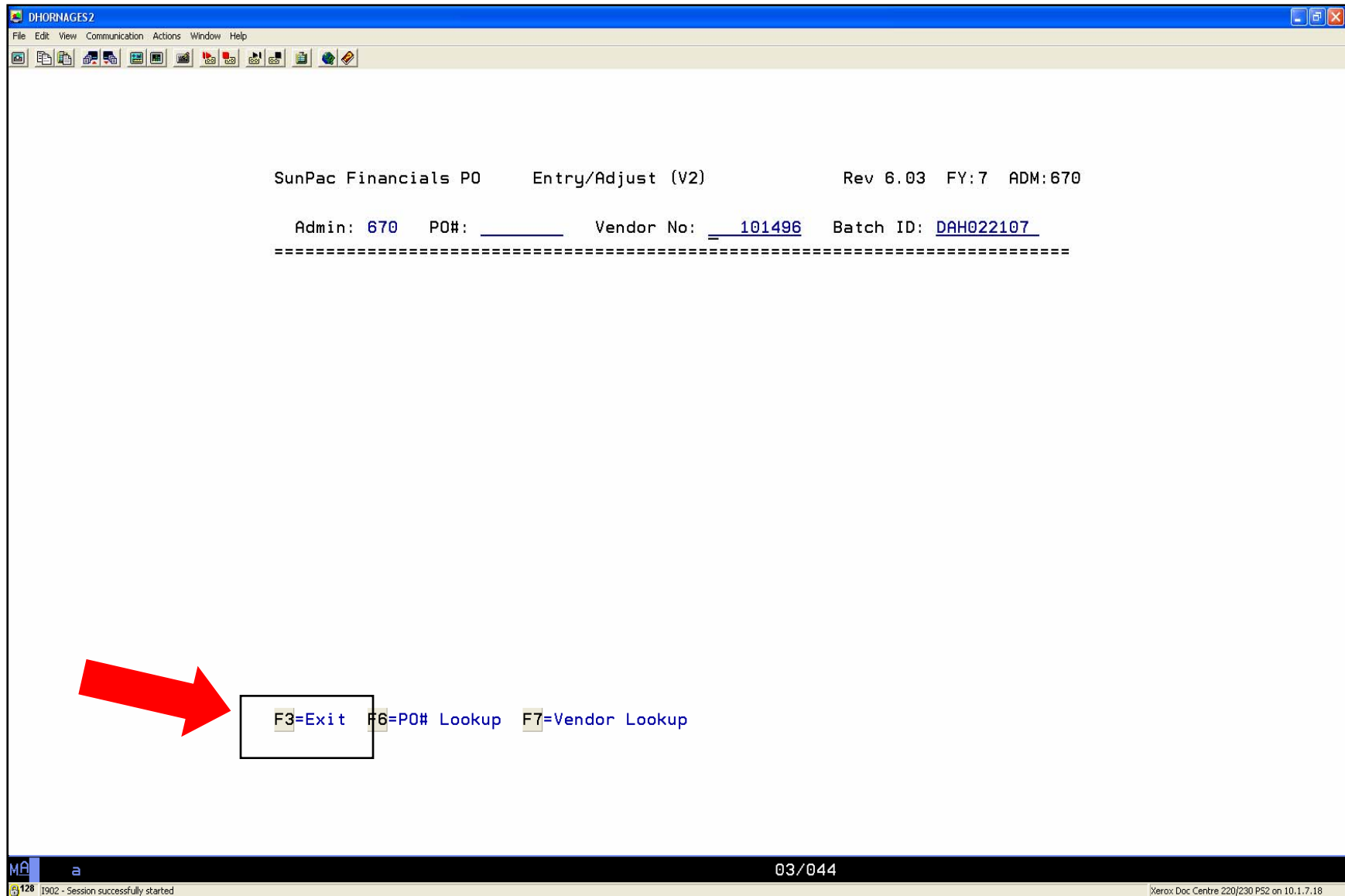
## PO ENTRY – PO NUMBER

- To enter another purchase order when you are on this screen, you must delete the PO #, and press “F7 Key” to lookup the next vendor number. If you know the vendor number already, type the vendor # and press “enter”. Note: You do not have to key in the Batch ID again as it will stay the same until you completely go out of the “Entry/Adjust” screen.



## PO ENTRY – PO NUMBER

3. When you are done keying in PO's, you can exit the program by pressing the "F3 Key".



## PO ENTRY – PO NUMBER

4. If you need to make a change to the PO, type the PO # and press “enter”

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Admin: 670 PO#: 707195 Vendor No: \_\_\_\_\_ Batch ID: \_\_\_\_\_

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F3=Exit F6=PO# Lookup F7=Vendor Lookup

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## PO ENTRY – PO NUMBER

- The PO information will show. (Example: The equipment needs to be shipped to “Fixed Assets” for tagging).
- Make corrections needed and press the “F20 Key” (Shift + F8 Key) to update the PO. Answer questions that appear at the bottom of the screen.

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO      Entry/Adjust (V2)      Rev 6.03 FY:7 ADM:670  
Change

Admin: 670    PO#: 707195    Vendor No: 101496    Batch ID: DAH022107

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Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573  
Acct: 2.5400.862.412.820.820.00 SUPPLIES & MATERIALS      Bal: 70703.98-  
Desc: INSTRUCTIONAL SUPPLIES      Ref# 1: X  
Ref# 2: D.HORNAGE

Mdse: 100.00      Deliver To: DANNY SHEPARD  
Tax: 8.10  
Frt: 30.00  
Disc: 10.00  
=====

Total: 128.10    Taxable? Y

Ship To: ONSLOW COUNTY SCHOOLS  
820 / PO DIST CENTER / PURCHASING DEPT  
200 BROADHURST ROAD  
JACKSONVILLE, NC 28540

Tax Percents      Bill To: 000  
State 4.25      PO Date: 22107      PO Status: ON HOLD  
County: 2.50      Deliv Date: 22107      Entered By: DEBBIE  
Local: \_\_\_\_\_      Expire Date: 63007      Amt Invd: .00  
EP Vendor? Y    EP PO? N

F3=Exit    F4=D/F/T    F5=Details    F6=HdrCmts    F7=LineCmts    F8=StatusFlags  
F10=FA Flags    F15=ChgVendor    F17=AcctLookup    F20=Update

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